

Job Description



Position: Product Management Administrator - PMA
Reports To: VP of Product Management (VPPM)
Department: Product Management
Status: Full-Time
Revised: 01/02/2025

Position Summary:

As a Product Management Administrator (PMA) the individual will work under the supervision of the VPPM with various day-to-day administrative tasks associated to the introduction of new products, updates to existing products, and activities related to the company's overall Product Management objectives.

The PMA is a full-time position. This position is mostly office work with some off-site meetings and tasks. Typical tasks are performed at desk aside from occasional product testing, event participation, and shows.

Primary Responsibilities:

- Product Management project management and administration
- Administration of projects and tasks in Jira
- Day-to-day general office administration
- Assist with show/event planning and administration
- Acumatica data entry and general information maintenance
- Product Management database data entry and general administration
- Assist in the review of technical and marketing documents
- Basic administrative support in the creation of product, instructional, and marketing assets
- Assist in general product testing

Skill Requirements:

- Associates or Bachelor's Degree
- Excellent interpersonal skills with a positive, service-oriented disposition for both customer and teammates.
- Three years of administrative experience supporting technology and marketing-based solutions.
- Fluent in the use of Microsoft Office applications, specifically Word, PowerPoint, and Excel.
- Familiarity with Adobe Creative Suite applications, specifically InDesign and Photoshop.
- Experience with Acumatica and Jira is a plus.
- Expert knowledge of English grammar and usage along with good oral and written communications skills.
- If required, must be able to pass a motor vehicle driving insurability screening.
- Able to lift a minimum of 25 lbs.